

OLC #782808

DCI

25 July 1978

MEMORANDUM FOR: See Distribution

FROM: Herbert E. Hetu
Director of Public Affairs

SUBJECT: Director's Periodic Cable to the Field

1. The attached DCI memorandum charges the Director of Public Affairs with coordinating preparation of a periodic cable to the field. The idea for the cable followed the DCI's overseas trip last fall when it was suggested by many field employees that some method be devised to help keep them apprised of general Agency activities.

2. We will strive to provide the field with items of general interest to all employees and of particular concern to people overseas. We will attempt to make the items newsy and brief. As directed by the DCI, the ADDO will have a final review of the cable, it will then be edited by [] and submitted to the DCI via the DDCI.

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3. Please provide the Public Affairs Office with your inputs for the next cable by the 15th of August and by the 15th of each month thereafter (or the last working day prior to the 15th). We request a negative reply when your office has no items to propose.

[]
Herbert E. Hetu

ST

Attachment: a/s

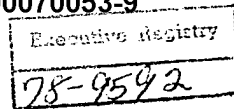
Distribution:

DDA OGC
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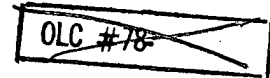
cc DCI
DDCI

STAT

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10 July 1978



MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM: Director of Central Intelligence
SUBJECT: Director's Periodic Letter to Field

1. I don't believe that it is necessary to send a cable to the field every month unless there is sufficient meaningful information to transmit. I do not believe that more than two months should go by without one, however.

2. I would like Herb Hetu to take responsibility for obtaining inputs from all Directorates and melding them into a cable. I would then like that cable reviewed by John Stein to insure that the subjects are pertinent to the field and by for editing. After review by you, the final version would go out over my signature.

ST


STANSFIELD TURNER